

**Town of Deep River**  
**POLICY / PROCEDURE MANUAL**

<b>Corporate Policies and Procedures</b>				
<b>DEPARTMENT:</b> Recreation				<b>POLICY NO.:</b> ###
<b>POLICY:</b> Town of Deep River Community Development Grant Program				
<b>DATE OF ORIGIN:</b> April 17 <sup>th</sup> , 2024	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>APPLICABLE TO:</b> Council and All Employees	<b>PAGE #:</b> 1-16

**1.0 Policy Statement**

The Town of Deep River continues to believe that community organizations play an essential role in strengthening our community. Council acknowledges this contribution by providing financial support to community organizations and events through the Community Development Grant Program. Support will be provided each year from the Municipality’s operating budget to qualifying community organizations through an annual application process.

Community Development Grants are intended to provide financial assistance to not-for-profit community organizations that offer direct projects, events, or services that enhance the quality of life for the residents of the Town of Deep River. Support is available to activities that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to one of the following categories:

- Arts and Culture
- Environment
- Heritage
- Recreation Activities

**2.0 Policy**

This policy ensures that public funds for this program are used in an accountable and transparent manner and provides a framework for the administration of the program including eligibility, the application process, and decision-making criteria for awarding funds.

The following list outlines the main purposes of the Community Development Grant Program:

- Maintain and enhance the quality of life for residents of the Town of Deep River
- Develop a health and sustainable community
- Promote citizen participation and volunteerism
- Respond to community needs and interests

### **3.0 Definitions**

**Applicant:** an organization which meets the eligibility criteria of the Community Development Grant Program and which submits an application for the Town's consideration

**Application Evaluation Tool:** scoring matrix designed to evaluate applications to the Community Development Grant Program

**Community Event:** a one-time or recurring event (in-person or virtual) that takes place within the boundaries of the Town of Deep River and is open to all members of the public

**Community Development Grant:** direct monetary grant from the Town of Deep River to a Grant Recipient

**Community Development Grant Evaluation Team:** staff members consisting of the Director of Finance/Treasurer, Director of Operations, Recreation Program Coordinator and Operations Administrative Assistant with the responsibility to review and evaluate grant applications and award funding

**Community Project:** a capital or non-capital (in-person or virtual project or service) project which provides long-term benefits to the community

**Community Organization:** a not-for-profit (incorporated or unincorporated) community-based group/organization that provide projects, events, or services with the Town of Deep River

**Grant Recipient:** an Applicant which has been successful at receiving a Community Development Grant from the Town of Deep River

**Special Event:** a one-time or first-time event (in-person or virtual) that takes place within the boundaries of the Town of Deep River and is open to all members of the public

### **4.0 Legislative Authority**

Section 107 of the Municipal Act, 2001, as amended, provides that a "municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that a council considers to be in the interests of the municipality".

## **5.0 Funding Categories**

The different types of grants awarded under the Community Development Grant Program are as identified.

1. Community Project Grant: one-time assistance either as seed funding for the startup of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance from financial institutions needed to support the construction of the project or support for a specific project
2. Corporate Grant: operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses as well as leadership costs such as coaching, training, and instruction
3. Special Events Grant: any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have the participation of more than one organization
4. Community Events Grant: recurring event that provides some significant benefit to the broad community, and is open to all members of the public

## **6.0 Grant Budget & Maximum Grant Amounts**

The Town of Deep River shall allocate funding to the Community Development Grant Program through the annual operating budget, ensuring financial support to community organizations that contribute to community well-being and align with strategic priorities.

Only one grant request per organization per year will be considered. A maximum of \$5,000.00 may be awarded to any eligible organization.

In the event that the total allocated funding for the Community Development Grant Program is not fully awarded, the following action will be taken:

- Multiple intakes for funding will be considered to encourage broader participation and utilization of available funding
- Unallocated funds may be transferred into a Community Development Grant Reserve to be utilized for subsequent years CDGP funding to ensure continued support for future community initiatives

These measures ensure that resources are effectively managed and redirected to benefit the Deep River community in alignment with strategic priorities.

## **7.0 Basic Principles**

The following outlines basic principles that must be met and demonstrated by each applicant for consideration of grant approval:

- Assist organizations which have demonstrated a desire to help themselves
- Promote and enhance the well-being of the Town and its residents

- Encourage more active involvement in community organizations, programs and events
- Ensure that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented within groups or organizations making requests
- Ensure that a proper system of accountability is developed and maintained between the community organization requesting and receiving approval from the Town

## **8.0 Responsibilities**

The Recreation Program Coordinator will inform the community of grant opportunities through updates on the Town's website and social media platforms. The Recreation Program Coordinator will receive all applications.

All applications will then be reviewed and evaluated by the Community Development Grant Program Evaluation Team, comprised of the:

- Director of Finance/Treasurer
- Director of Operations
- Recreation Program Coordinator, and
- Operations Administrative Assistant

The Evaluation Team will review and evaluate applications and approve grants based on the grant criteria outlined within this policy and the available funds. All decisions of the Evaluation Team are final.

## **9.0 Funding Eligibility**

A community organization must meet the following general criteria in order to be considered for a Town of Deep River Community Development Grant Program:

- The applicant organization's program and/or event must be within the boundaries of the Town of Deep River
- There can only be one application per organization/project
- Each applicant must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available
- Most recent Financial Statements and the current year's budget must accompany the request
- Financial assistance consideration is based on budget revenues and expenditures in the year for which the assistance is requested
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The Town of Deep River Community Development Grant should never be considered as the primary source of funding for the organization

- Funding requests can be defined as programs, projects, or services that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment heritage, and recreation activities
- Request for financial assistance for events of a municipal, provincial, or national significance which would be expected to bring economic and/or public relations benefit to the Town
- The applicant must demonstrate its commitment to promoting accessibility and inclusivity
- The applicant organization must spend grant funding on the sole purpose for which it was awarded within the current fiscal year

## **10.0 Funding Ineligibility**

The following are not eligible to apply for a Town of Deep River Community Development Grant Program:

- An organization that acts as a funding body or makes grant to another organization
- Commercial businesses or for-profit organizations
- An organization that is the responsibility of a higher level of government, education, or precluded under the Municipal Act
- Grants cannot be used
  - To cover deficits of the organization
  - To fund an organization's debts

## **11.0 Application Guidelines**

Applicants must complete the Community Development Grant Program Application Form attached to this policy as Appendix A. All grant applications shall be directed to the Town of Deep River Recreation Program Coordinator on or before November 30<sup>th</sup> of each year to ensure they are considered within the Community Development Grant Program intake.

All applications shall be submitted on the Community Development Grant Application Form together with the following information and documentation:

- Listing of current Board of Directors or executives
- Outline the service the organization provides to the community as well as how this supports Council's Strategic Priorities
- The amount of financial assistance required
- The degree in which the community benefits as a result of the grant
- A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and/or donations
- Formal financial statements (not audited) from immediately preceding fiscal year will need to include: Statement of Financial Position, Statement of Revenue and Expenditures, and Statement of Assets

**12.0 Application Review and Evaluation**

All completed applications for the Community Development Grant Program that are received by the November 30<sup>th</sup> deadline will be reviewed and evaluated by the Community Development Grant Program Evaluation Team, comprised of the Director of Finance/Treasurer, Director of Operations, Recreation Program Coordinator, and Operations Administrative Assistant, leveraging the evaluation matrix provided in Appendix B. This process entails a thorough assessment of each grant application based on the terms of the general and financial criteria and principles outlined in this Policy.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied. The Evaluation Team may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

All grant applicants shall be notified, in writing, of the Evaluation Team’s decision.

**13.0 Feedback**

Successful applicants might be required to forward a written description of how the Community Development Grant funds were used and what impact the funds had on the organization’s overall goals and objectives. In the case of funding for specific projects/purposes, the applicant should detail the state of the project/purpose and whether it has been completed. Failure to provide requested feedback may result in the Evaluation Team not considering future applications for funding.

**14.0 Review/Revisions**

This policy will be reviewed annually as needed.

Identify within chart each revision, by whom and when.

#	Date Revised	Author	Section	Details of Change
1	April 17, 2024	Dave McCarthy		Created Policy
2				
3				
4				
5				